



Rental License Application

If applicant is an individual, it shall be completed by such person; if a corporation, by an officer; if a partnership, by one of the general partners; if an unincorporated association, by the manager or managing officer.

1. Type of license ☐ Accessory dwelling unit ☐ Multiple-dwelling (No. of bldgs _____ Total No. of units _____)
☐ Boarding house (No. of beds _____) ☐ Single-family dwelling
☐ Duplex (___ One unit ___ Both units) ☐ Single-family room

2. Type of applicant ☐ Individual ☐ Partnership ☐ Corporation ☐ Other organization

3. Legal name of licensee (individual, partnership, corporation or other organization) _____

4. Name _____ Phone (_____) _____

Address _____
Street City State Zip

5. Minnesota Business Tax ID Number (Per Minnesota Statute 270C.72) _____ Applicant's Social Security Number _____
Federal Business Tax ID Number _____

6. Address of rental property(s)

Street City State Zip
Street City State Zip
Street City State Zip
Street City State Zip

Name of multiple-dwelling complex/development _____

8. Name of caretaker _____
Last First Full middle

Address _____ Phone (_____) _____
Street City State Zip

9. Owner may designate an agent in the city to receive notices of violations of the provisions of the ordinance. If applicable give name and address of agent:

Name of agent _____
Last First Full middle

Address _____ Phone (_____) _____
Street City State Zip

All applicants must complete the attached **Certificate of Compliance MN Workers Compensation form** and **City of Bloomington Utility Billing form**.

Continue to page 2

City Clerk Division

Licensing Section
1800 W. Old Shakopee Road
Bloomington MN 55431-3027

PH 952-563-8728
FAX 952-563-4741
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www.ci.bloomington.mn.us

86_041 pg1 of 2 (07/11)

Notice and notarized signature

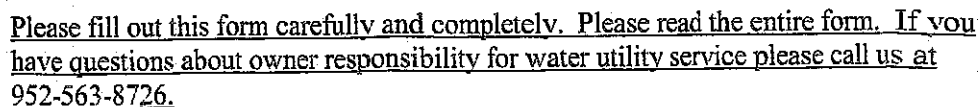
The data on this form will be used to approve your license. Some requested data is private. Private data is available to you and the City or State staff who need this information to perform their duties, but is not available to the public. You are not legally required to provide this data, but the City may not be able to approve your license if you do not provide it.

I have received from the City of Bloomington a copy of the *Bloomington City Code, Chapter 14* and will familiarize myself with the provisions contained within.

I declare that the information I have provided on this application is truthful and I understand that falsification of answers on this application will result in denial of the application. I authorize the City of Bloomington to investigate and make whatever inquiries that are necessary to verify the information provided.

X_____

Please Read: *Some associations do not allow for rental of condominiums and townhouses. Please verify if your property has an association and if the by-laws, rules or regulations allow rental properties.*



						City						
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Customer #

AN AFFIRMATIVE ACTION/EQUAL
OPPORTUNITIES EMPLOYER

Certificate of Compliance Minnesota Workers' Compensation Law

PRINT IN INK or TYPE.

Minnesota Statutes, Section 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business or engage in any activity in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of Minnesota Statutes, Chapter 176. The required workers' compensation insurance information is the name of the insurance company, the policy number, and the dates of coverage, or the permit to self-insure. If the required information is not provided or is falsely stated, it shall result in a \$2,000 penalty assessed against the applicant by the commissioner of the Department of Labor and Industry.

A valid workers' compensation policy must be kept in effect at all times by employers as required by law.

BUSINESS NAME (Individual name only if no company name used)

LICENSE OR PERMIT NO (if applicable)

DBA (doing business as name) (if applicable)

BUSINESS ADDRESS (PO Box must include street address)

CITY

STATE

ZIP CODE

YOUR LICENSE OR CERTIFICATE WILL NOT BE ISSUED WITHOUT THE FOLLOWING INFORMATION. You must complete number 1, 2 or 3 below.

NUMBER 1 COMPLETE THIS PORTION IF YOU ARE INSURED:

WORKERS' COMPENSATION INSURANCE COMPANY NAME (not the insurance agent)

WORKERS' COMPENSATION INSURANCE POLICY NO.

EFFECTIVE DATE

EXPIRATION DATE

NUMBER 2 COMPLETE THIS PORTION IF SELF-INSURED:

☐ I have attached a copy of the permit to self-insure.

NUMBER 3 COMPLETE THIS PORTION IF EXEMPT:

I am not required to have workers' compensation insurance coverage because:

☐ I have no employees.

☐ I have employees but they are not covered by the workers' compensation law. (See Minn. Stat. § 176.041 for a list of excluded employees.) Explain why your employees are not covered: _____

☐ Other: _____

ALL APPLICANTS COMPLETE THIS PORTION:

I certify that the information provided on this form is accurate and complete. If I am signing on behalf of a business, I certify that I am authorized to sign on behalf of the business.

APPLICANT SIGNATURE (mandatory)

TITLE

DATE

NOTE: If your Workers' Compensation policy is cancelled within the license or permit period, you must notify the agency who issued the license or permit by resubmitting this form.

This material can be made available in different forms, such as large print, Braille or on a tape. To request, call 1-800-342-5354 (DIAL-DLI) Voice or TDD (651) 297-4198.

Division B. Rental Room(s) in Single-Family Dwelling Units

Added by Ord. No. 63-1, 3-4-63

Recodified by Ord. No. 95-13, 8-7-95

SEC. 14.507. PURPOSE.

The purpose of this Division is to protect the public health, safety, and the general welfare of the citizens of the City of Bloomington who have as their place of abode a room or rooms furnished to them for payment of a rental charge (including money, services, or other type of consideration) to another. The general objectives include:

- (a) To maintain a quality of character and stability of rental dwelling units within the City;
- (b) To correct and prevent rental housing conditions that adversely affect or are likely to adversely affect the life, safety, general welfare and health, of persons occupying rental dwellings within the City of Bloomington;
- (c) To assist in enforcing minimum standards for cooking, heating, and sanitary equipment necessary to the health and safety of occupants of rental dwellings;
- (d) To assist in enforcing minimum standards of light and ventilation necessary to health and safety;
- (e) To prevent the overcrowding of rental dwelling units;
- (f) To assist in enforcing minimum standards for the maintenance of rental dwelling units to prevent slums and blight;
- (g) To preserve the value of land and buildings throughout the City.

(Recodified by Ord. No. 95-13, 8-7-95)

SEC. 14.508. INTENT.

It is the intent of this Division to establish a permanent mode of protecting and regulating the living conditions of residents of the City who rent single-family dwelling units and rooms therein and to provide a means for imposing license fees to help the City defray the costs necessary for housing inspections and enforcement of this ordinance.

(Recodified by Ord. No. 95-13, 8-7-95)

SEC. 14.509. DEFINITIONS.

The following words and terms, when used in this Division, shall have the following meanings, unless the context clearly indicates otherwise:

Accessory dwelling unit - A secondary dwelling unit that is:

- (A) physically attached to or within a single family dwelling unit;
- (B) subordinate in size to the single family dwelling unit;
- (C) fully separated from the single family dwelling unit by means of a wall or floor, with or without a door;
- (D) uses a separate entrance than the primary dwelling unit; and
- (E) meets the definitional requirements for a Dwelling Unit (cooking, living, sanitary and sleeping facilities) as defined in Section 19.03.

Boarding house or rooming house - a dwelling unit where lodging with or without meals is provided for compensation and occupied by five (5) or more adult individuals.

Dwelling unit - one (1) or more rooms arranged for residential use containing cooking, living, sanitary and sleeping facilities and physically separated from any other rooms or dwelling units which may be in the same structure.

Family - one (1) or more persons related by blood, marriage or adoption, including foster children, or a group of not more than four (4) adult individuals (excluding personal care attendants, in accordance with Minnesota Statutes, Sections 256B.04, Subdivision 16 and 256B.0625, Subdivision 19 and Minnesota Rules, Rule 9505.0335), occupying a dwelling unit. This definition of family includes those persons renting rooms, pursuant to Bloomington City Code Section 19.27(c)(4) and Section 19.27.01(b)(2)(E). (See Boarding House.)

Housing Code - Adopted versions of the International Residential Code and International Property Maintenance Code as referenced in Section 15.01.

Housing Inspector - the Manager of the Environmental Health Division or designee.

Issuing Authority - the City of Bloomington License Section.

Rent - consideration paid for the use of the premises, including, but not limited to money, services, or a combination thereof; or shared housing expenses with persons not part of the homeowner's family.

Room - interior space enclosed by walls or separated from other similar spaces by walls or partitions.

Single-Family Dwelling Unit - a residential building containing one (1) dwelling unit and any approved Accessory Dwelling Unit.

(Recodified by Ord. No. 95-13, 8-7-95; Amended by Ord. No. 2009-18, 6-22-2009)

SEC. 14.510. LICENSING OF RENTAL DWELLING UNITS.

It shall be unlawful for any owner to rent or cause to be rented within the City, any single-family dwelling unit, including rooms within a dwelling unit, without having first obtained a license to do so as hereafter provided. This ordinance shall not apply to hospitals, nursing homes or other rental units used for human habitation which offer or provide medical or nursing services if such units are subject to state or federal licensing or regulations concerning the safety of the users, patients or tenants.

(Recodified by Ord. No. 95-13, 8-7-95)

SEC. 14.511. APPLICATION FOR LICENSE.

Any owner who rents a dwelling unit or rooms within a dwelling unit prior to the effective date of this ordinance shall have ninety (90) days after the effective date to obtain a license. Any owner who desires to rent a dwelling unit or rooms within a dwelling unit after the effective date of this ordinance must obtain a license before doing so. Each license shall be issued annually and shall expire one (1) year from the date of issuance. An application for renewal of a license shall be filed with the Issuing Authority before the expiration date. Any renewal application not received before the expiration date shall be assessed a late fee.

(Recodified by Ord. No. 95-13, 8-7-95)

SEC. 14.512. ISSUANCE OF LICENSE.

A license shall be issued by the Issuing Authority upon satisfaction of the following conditions:

- (a) A Housing Inspector has inspected the dwelling and finds that the requirements of the Housing Code, City Code, and applicable state laws have been met; and
- (b) The license applicant has paid the required license fee.

(Recodified by Ord. No. 95-13, 8-7-95)

SEC. 14.513. LICENSE NOT TRANSFERABLE.

No license to rent a dwelling unit or rooms in a dwelling unit shall be transferable to another person. Every person holding a license shall give notice in writing to the Issuing Authority within three (3) days after having legally transferred or otherwise disposed of the legal control of any licensed rental dwelling unit or room. Such notice shall include the name and address of the person succeeding to the ownership or control of such rental dwelling unit or room.

(Recodified by Ord. No. 95-13, 8-7-95)

SEC. 14.514. DENIAL OF LICENSE.

If the Issuing Authority denies a license application, the applicant may file a written appeal with the City Council within ten (10) days after notice of the denial and request a hearing before the City Council. The City Council shall either affirm, modify, or reverse the decision and state the reasons for such action.

The City Council may affirm the decision to deny the license if it finds as follows:

- (a) The Housing Inspector has not been permitted to inspect the premises proposed to be licensed;
- (b) That the license applicant has not met the requirements of the Housing Code, City Code or applicable state laws; or
- (c) That granting the license will be inimical to the public health, safety, or general welfare so as to create a public nuisance.

If an application for a rental license is denied, a written statement specifying the reasons for the denial shall be transmitted to the applicant.

(Recodified by Ord. No. 95-13, 8-7-95)

SEC. 14.515. ENFORCEMENT.

If a Housing Inspector determines that a single-family dwelling unit or room therein violates any requirements of the Housing Code, City Code or applicable state laws, the Housing Inspector shall provide written notice to the owner of the premises stating the nature of the violations and a deadline for correcting the violations. The City may initiate appropriate civil and/or criminal action upon failure of an owner to correct any violation of the Housing Code, City Code or applicable state laws.

(Recodified by Ord. No. 95-13, 8-7-95)

SEC. 14.516. SUSPENSION OR REVOCATION.

Any license granted pursuant to this Division may be suspended or revoked for cause upon reasonable notice and hearing before the City Council. Grounds for suspension or revocation of the license shall include, but not be limited to, any violation of the Housing Code, City Code or applicable state laws or failure to permit a required inspection by the Housing Inspector.

(Recodified by Ord. No. 95-13, 8-7-95)

SEC. 14.517. DISPLAY OF LICENSE AND AVAILABILITY.

Licenses issued under this Division shall be prominently displayed on the premises of the structure, or produced on the request of a tenant or prospective tenant, and shall be available at reasonable times for inspection by the Housing Inspector.

(Recodified by Ord. No. 95-13, 8-7-95)

SEC. 14.518. INSPECTIONS.

- (a) The City's Housing Inspectors are hereby authorized to make inspections reasonably necessary to the enforcement of this Division.
- (b) Persons inspecting any single-family dwelling unit or room therein shall notify the owner of the premises in writing of any violations. The notice shall direct that compliance be made in not less than fifteen (15) days unless extended by the Housing Inspector based on good cause.

(Recodified by Ord. No. 95-13, 8-7-95)

SEC. 14.519. LICENSE FEE.

- (a) The license fee shall be for each residential rental dwelling unit owned by an applicant, which shall be paid at the time of initial license application and each renewal of a license. Each license shall be renewed annually. The license fee shall be as set forth in Section 14.03 of this Code.
- (b) No refund of the license fee shall be made to a licensee discontinuing operation or who sells, transfers, gives away or otherwise disposes of a license building to another person, firm or corporation.
- (c) A late fee shall be assessed for a license fee received after the renewal date.

(Recodified by Ord. No. 95-13, 8-7-95)

SEC. 14.520. EFFECTIVE DATE.

This ordinance shall take effect on November 1, 1989.

(Recodified by Ord. No. 95-13, 8-7-95)



A Practical Guide to the Housing Maintenance Code
A Checklist for Tenants, Landlords, and Homeowners to Identify Possible Problems

Look at the outside. Is your home ...weather-tight? ...rodent proof? ...well maintained?

Exterior

General

- No holes or large cracks in foundation
- Soffit, fascia, siding in good repair
- Exterior surfaces protected from elements
- House numbers visible from public street – four inches tall, ½ inch wide, contrasting color
- No peeling, flaking or chipped paint on any exterior surface
- Shingles in good repair, trees must be trimmed back from roof
- Roof free of leaks
- A/C coil, gas line, electrical line penetrations, etc., - caulked
- Gutters/downspouts in good condition and free of debris
- Chimney tuck pointing/mortar in good repair
- Porch and deck in good repair and up to code (i.e., guard railings, decking, supports, stairs, etc.)
- Handrails required at four (4) or more risers
- Garages and sheds are in good repair and no peeling paint
- Garage door opener has direct electrical connection (i.e., no extension cord)
- Garage door provided and in good repair
- Electrical outlets/light/junction boxes have covers
- Grass and weeds cut and maintained
- Surface graded for drainage away from foundation
- No litter in yard
- No parking on grass
- No abandoned vehicles, car parts, tires, vehicle batteries, construction debris, etc.
- No more than 4 vehicles parked/stored outside of garage
- No non-residential type vehicles
- Fencing must be in good repair
- Exterior dryer vents are clean
- Maintain window wells free from debris
- All wires a minimum of 10 feet above grade

Garbage and Recycling

- Must have trash service
- Must be kept in approved containers with tight fitting lids
- Lids must be closed
- Containers must not overflow
- Containers must not be placed outside the buildable portion of the property
- Appliances for removal must have the doors removed

Interior

Going inside – Housing is clean, safe, and well maintained?

Walls and Ceilings

- Clean and good repair
- No loose wallpaper
- No loose plaster
- No peeling paint
- No holes

Floors

- Clean and good repair
- Structurally sound
- No torn floor covering
- Carpets secure to floor and in good repair

Windows

- Clean and good repair
- No broken or cracked glass
- Tight fitting screens on all openable windows with no holes or tears
- Working hardware
- Weather tight
- Must be in good repair
- Open and close easily
- Top sash does not come down when window is unlocked or opened
- Do not fall closed after opening
- Locks required on all first level and below windows
- Window sills clean of debris
- No peeling, flaking or chipped paint – recommend to NOT paint windows
- Window cranks must be in place and operable

- Proper window dimensions:
 - Sill height not more than 44" above floor
 - Openable area not less than 5.7 square feet (may be reduced depending on age of home)
 - Opening height not less than 24"
 - Opening width not less than 20"
 - Egress wells must be 3 feet wide by 3 feet long
 - Egress ladders required if well is deeper than 44"

Doors

- Clean and good repair
- Doors tightly secure when closed
- Tight fitting
- Must have latch-type deadbolt locks with a lock throw of not less than 1 inch on exterior doors. Keyed deadbolts on inside are not allowed.
- Door closers for screen doors

Plumbing

- Good repair
- Must have hot (minimum of 110°F) and cold running water
- No water leaks in plumbing drains, supply lines or faucets
- Water heaters must have temperature/pressure relief valve
- Water heaters must have overflow spill pipe within 18" of floor
- Plumbing must be directly connected to sanitary sewer
- All plumbing drain lines must be rigid – flexible not approved
- Sump pumps drain must be discharged to yard area not to sewer
- Toilets must have an anti-siphon ballcock inside the tank
- All fixtures must be hard plumbed – except condensate line and washing machine

Electrical/Lighting

- Good repair
- Electrical outlets/switches/junction boxes must have covers
- Cable and phone lines must have covers
- All major appliances must have direct electrical connections – extension cords and outlet adapters are not approved
- Recommend GFCI in bathrooms
- Electrical service must be grounded
- Water meters must be grounded
- Light covers in place
- Service panels must have approved covers
- No open holes in service panels
- All circuits/fuses must be labeled
- All open wires must be capped

Ventilation/Heat/Gas

- All dryers must be vented with rigid or flexible aluminum material
- Flues must have a fire stop where it penetrates the floor or wall
- Flues must not have any uncovered holes or be badly rusted and be securely attached
- Bathrooms with showers/tub must have an openable window or mechanical ventilation
- Must provide heat at a minimum of 68°F
- All gas lines must be approved materials and an operable shut-off valve must present
- Unused gas lines must be properly capped
- All vent covers must be secure and operable

Fire

- Smoke alarms are required inside every bedroom, each corridor outside every bedroom, and a minimum of 1 per story
- The top of the smoke alarms mounted on walls must be mounted a minimum of 4 inches and maximum of 12 inches from ceilings and if mounted on ceilings, must be mounted a minimum of 4 inches from walls
- Carbon Monoxide alarm required within 10 ft of all sleeping rooms
- Smoke and carbon monoxide alarms must be testable
- Smoke and carbon monoxide alarms can be battery powered
- All sleeping rooms must have an egress to the outside (window or door)

General

- All appliances (stove, refrigerator, furnace, water heater, etc.) must be in good repair
- Floor drains must not be clogged and water must be in the trap
- Each bedroom shall have an area of not less than 70 square feet. Where more than two people occupy a room used for sleeping purposes, the required floor areas shall be increased at the rate of 50 square feet for each occupant in excess of two.
- Guardrails required on open-side stairways. No gaps greater than 4".

Stairways

- Guardrails or finished wall required on open-side stairways above 30"
- Guardrails must be a minimum of 36" high with spaces no greater than 4"
- Handrails are required when there are more than 4 risers
- Handrail minimum height is 34" and 1 ½ inches from wall
- Guardrail and handrail must be in good repair and firmly attached
- All stairs must be in good repair and secure
- Stairs must have a maximum 8" rise and 9" run
- Handrails must be placed a minimum of 34 inches and a maximum of 38 inches

Note: List not intended to be all inclusive.